

STATE OF MAINE  
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES

LAW CLERK – MAINE SUPERIOR COURT

The State of Maine Judicial Branch is accepting applications for clerkship positions with the Maine Superior Court for the 2016-2017 term, which runs from August 15, 2016, through August 18, 2017. Five positions are expected to be available. Law Clerks are based in Portland, Augusta, and Bangor.

The Superior Court is the trial court of general jurisdiction in Maine, with jurisdiction extending to all criminal offenses, including murder and felonies; all major civil and equitable matters; and appeals from state agencies, municipalities, and courts of limited jurisdiction. Jury trials are available only in the Superior Court. The seventeen justices of the Superior Court have statewide jurisdiction and travel on circuit.

Each Law Clerk will be assigned to work primarily with several justices. Assignments are based on geography and expected workload. Law Clerk duties include, but are not limited to, assisting the justices in the various areas of the court's jurisdiction, researching and preparing memoranda or draft decisions, and monitoring trials and other proceedings.

Qualified candidates have a degree in law or expect to obtain a degree in law before August 2016. Selection criteria include academic performance and class standing; law review, moot court, or other significant research or writing experience; demonstrated writing ability; faculty and employment recommendations; and strong work ethic. Law Clerks are not required to have taken the Maine bar examination.

Salary: \$45,219.20 plus fringe benefits.

How to Apply: The application packet consists of the following documents:

- **Cover letter:** Applicants must identify in their cover letter the location or locations (Portland, Augusta, and/or Bangor) at which they are willing to accept a clerkship assignment.
- **Résumé**
- **School-issued law school transcript**
- **Writing sample:** The writing sample should be no longer than 10 pages double-spaced. Although it may be edited or critiqued by others, the sample should primarily reflect the applicant's own work.
- **Two letters of recommendation:** The letters of recommendation may be sent separately.
- Please complete and return with your application the **Applicant Information Survey** that is included with this posting. Successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

The application packet may be **emailed, in .pdf format**, to: Lawclerkrecruit@courts.maine.gov  
or **mailed** to: Attn: Law Clerk Recruitment – Maine Superior Court  
Administrative Office of the Courts  
P.O. Box 4820, 125 Presumpscot Street  
Portland, ME 04112-4820

Application Deadline: Applications must be received by August 7, 2015, at 4:00 p.m.

*En banc* interviews will be conducted in Portland, Maine, during the week of September 21, 2015. Video interviews are not preferred, but will be considered, if necessary. Applicants selected for an interview will be required to submit an additional writing sample responding to a prompt supplied by the justices upon scheduling the interview.

Inquiries can be made to Heidi Carpenter at 207-822-4174 or heidi.carpenter@courts.maine.gov.

*The State of Maine Judicial Branch is an equal opportunity employer.*